Peopleclick®

PayStat Frequently Asked Questions

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GENERAL QUESTIONS

What does PayStat do?
PayStat is a software program that analyzes discrepancies in compensation between men and women or minorities and non-minorities among the employees of an organization. The program allows users to import data, specify an analysis, and then display/print the results. As additional information is gathered for employees, the analysis can be modified to take into account additional explanatory factors.

What data do I need?
To perform a compensation analysis, you must gather information about race and gender of the employees in your organization and their current levels of compensation. To conduct a more complete compensation analysis, you should determine which other factors are used to establish compensation levels in your organization. For example, you might determine that in your organization an employee's level of compensation is influenced by the following factors:

- The employee's length of time in his or her current position
- The market value of the employee's current position
- The employee's performance ratings
- The employee's highest level of education
- The employee's previous experience

Does it interact with AAPlanner/CAAMS?
Yes. Data can be transferred from these programs to PayStat. (PayStat has a direct link/copy feature to bring data over from AAPlanner. For CAAMS users, Peopleclick can set up the data extraction utility)

Why do I need it?

- Executive Order 11246, as amended, which prohibits federal contractors from discriminating on the basis of race, color, religion, gender, or national origin, and requires affirmative action to ensure equal opportunity in the workplace. (enforced by the OFCCP)
- Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, religion, gender, or national origin. (enforced by the EEOC)
- Equal Pay Act of 1963, which prohibits discrimination in pay on the basis of gender. (enforced by the EEOC)

How is this different than what I do in a spreadsheet?
PayStat has more robust statistical capabilities than what can be handled in a spreadsheet. Also, as a software program, we have eliminated a lot of the processing and set up that you would have to handle in a spreadsheet. You simply provide the data and the program takes it from there with a few button clicks.

What statistical analysis methods does PayStat use?

- **t – Test**
  The statistical significance of a pay disparity can be correctly determined using a z – or t – test provided the statistician knows the precise latitude the employer has in setting pay and the assumptions underlying the statistical test are satisfied. If either of these conditions is not met, the statistician runs the risk of drawing an incorrect conclusion. The unresolved question is whether one

can proceed with little or no understanding of employer latitude in setting pay or if an assumption underlying one of the above tests is not satisfied.

- **Rank Sum Analysis**
  Fortunately, the statistician can escape this conundrum by using a rank sum test to determine the statistical significance of a pay disparity. With a rank sum test, one does not have to decide beforehand which model – rationing, constrained, or unconstrained – is most appropriate, allowing one to proceed when employer latitude in setting pay is unclear or the premises underlying a z- or t-test are not satisfied.

- **Tier 1 Analysis**
  The OFCCP's compliance review letter requests information on total annual compensation. This data is requested as Item 11 In the letter. Upon receipt of the Item 11 data, the OFCCP will conduct an initial analysis called the "2%" test or the "2 – 30 – 3" test. PayStat provides this analysis as the "First Pass" analysis.

- **Regression Analysis**
  The multiple regression analyses method is used to determine the presence of potential discrimination by testing the relationship between factors (in this case those relevant to assessing possible compensation discrimination). Generally, a multiple regression analysis allows you to consider the impact of variables such as years of work experience, seniority, education, past performance and race and sex on compensation.

PRODUCT TECHNICAL QUESTIONS

What do I need to get up & running?
The software installation has an installation wizard that makes it very easy. If you would like us to help you via telephone we would be happy to. Or you can have IT people assist you. In the past people have found it to be very simple and if necessary we can help complete the process on the phone in 5 minutes. We offer free support for 30 days from purchase to assist you through the installation process via phone.

What Operating Systems do you support?
Windows® XP®

What are the system requirements?

- 500+ MHz Intel ® Pentium ® compatible processor
- 64+ MB RAM or more
- 200+ MB Disk Space
- Windows® XP® or 2000 (Service Pack 4)
- CD-ROM drive (System Resident or Network Accessible)

Do you have a client server version?
No. However, you are allowed to install the software on the network and purchase additional licenses and save your files to a network file folder to then share among other Peopleclick software users within your company.

Is it a perpetual license?
No. Perpetual or concurrent licensing is not available. The licensing is per desktop, per person and you own the software and license once it is purchased, you will not be required to purchase anything in addition, although upgrades to the software and other services will be available to you to purchase.

Are you certified with Service Pack 2 Windows XP?
Yes.

Can I install PayStat on a network?
No, it is not considered "network" software. We recommend that you install it on single PC's and store your data files on the network. We recommend purchasing a multi-user license so that all work files can be stored on a network and shared by licensed users.

What program is PayStat developed in?
Visual FoxPro. The reports have been created using Crystal Reports. Reports can also be generated to PDF. PayStat includes all you will need. You do not need to have FoxPro, Crystal Reports, or Adobe to run Peopleclick PayStat.

Can I import my data directly from my HRIS system?
PayStat is not directly integrated with an HRIS. The preferred method to import data is to create a file for importing. The software can import data files produced from any system. You can either create a text file or a spreadsheet to be imported. The file format specifications are provided in the User Manual. Excel is the most commonly used application to edit and create date. We recommend that the data be saved to a csv format for importing. Text files are also supported.

How do I get my data into PayStat if I don't have an HRIS system?
An HRIS system is not required. You may have your data stored in a payroll system or on a spreadsheet. We recommend that the data be produced in a comma separated (csv) or tab separated data file. You can also manually input any data into the system. Simple instructions for setting up your employee data and importing are available in the Users Guide.

Can someone help me put my data into the software?
Absolutely, with a current annual support agreement we can walk you through this process over the phone. We also offer 30 days of free support when you initially purchase the application. Our objective is to assure that you are up and running and are using the application in the quickest and most efficient manner.

What format of Excel does PayStat accept?
We recommend that customers use Excel (any version) to create/edit data. Once the data is ready we recommend that the file be saved to a comma separated value file (.csv) for importing into PayStat.

BUSINESS QUESTIONS

What is included with support?
Peopleclick's clients have rated our Support Team with a 95%+ satisfaction rating. Your support team is available during our normal business hours (8 am – 6 pm, CST, M-F, excluding holidays) via toll-free telephone (800-782-1818 ext. 2) or email (eeosupport@peopleclick.com). Peopleclick's Support Team is committed to resolving any issue and ensuring your satisfaction.

Your Peopleclick Support Subscription will include:

- Access to your Support Team to answer questions or resolve technical/product issues via the toll-free 800 number or email (unlimited number of calls)
- Access through Peopleclick Support to the Peopleclick affirmative action consultants for answers to your business questions to audits or other compliance related questions
- Ability to request one additional replacement CD for your Peopleclick software annually at no additional charge
- Ability to request one additional reference manual for your Peopleclick software annually at no additional charge
- Recipient will receive all maintenance updates to resolve product technical issues at no additional charge
- Access to EEOSource.com - The Peopleclick site devoted to the affirmative action community to share information
- Invitations to all free semi-annual regional user group meetings
- Recipient of the monthly email newsletter, "PayStat: Did You Know?"
- Recipient of the monthly email newsletter EEO Digest with the latest news regarding affirmative action

What if regulations change?
You will be notified of the regulation change through the free monthly newsletter as well as emails and letters your account executive will send you. Peopleclick will then have a timeline for an upgrade to be available to you. The upgrade can be purchased for a significantly lower price than the original purchase price for PayStat.

Can I return the software if we determine that it does not meet our needs?
The software is non-refundable.

What is your response time for returning a support call?
A support call is normally returned within the same business day or less depending on the volume of support calls.